

## Concise Statement of Material Facts

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the Adversary number using the YY-NNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the Parties' names and Adversary number are correct.
- ☐ Select **Concise Statement of Material Facts** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Filer** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** Select the motion to which this event applies.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 8.** The **Docket Text: Modify as Appropriate** screen displays.
- ☐ Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.
  - ☐ Click **Next**.
- STEP 9.** The **Docket Text: Final Text** screen displays.
- ☐ Click **Next**.
- STEP 10.** The **Notice of Electronic Filing** screen displays.